

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**OFFICE OF THE SECRETARY**  
WASHINGTON, D.C. 20250

August 1, 2003

**SECRETARY'S MEMORANDUM 1020-53**

**TRANSFER OF FUNCTIONS TO THE  
OFFICE OF CIVIL RIGHTS**

**1 PURPOSE**

This Memorandum transfers functions and revises delegations of authority for the functions related to program outreach, diversity advisory council support, 1890 Task Force support, and for conflict prevention and resolution activities.

**2 ACTIONS ORDERED**

- a It is hereby ordered that the following functions and associated employees be transferred to the Assistant Secretary for Civil Rights and assigned to the Office of Civil Rights:

- (1) All functions currently assigned to the Office of Outreach;
- (2) All functions currently assigned to the Office of Human Resources Management, for the purpose of managing USDA Diversity Advisory Councils and the 1890 Task Force;
- (3) All functions related to conflict resolution for program and workplace disputes currently assigned to the Conflict Prevention and Resolution Center, Office of Human Resources Management;

- b Transfer of authorities. Authorities currently delegated to the Assistant Secretary for Administration in 7 CFR 2.24 (a)(12), related to the use of alternative dispute resolution to resolve workplace and program complaints are delegated to the Assistant Secretary for Civil Rights and redelegated to the Director, Office of Civil Rights;

Authorities currently delegated to the Assistant Secretary for Administration in 7 CFR 2.24 (a)(4) related to outreach are delegated to the Assistant Secretary for Civil Rights and redelegated to the Director, Office of Civil Rights.

3      EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

4      INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director of the Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

5      TERMINATION

This Memorandum shall remain in effect for 1-year, or until such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.

/s/

Ann M. Veneman  
Secretary